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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> | <b>70210</b>  |
| Function No. 70200 — CARS                    | <b>TOPIC</b>     | <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b>      | <b>September 1999</b>                                 |

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## Overview

### Introduction

The Commonwealth Accounting and Reporting System (CARS) accepts computer-generated, magnetic media to record agency-created, accounting transactions.

Input accounting transactions may be generated from an agency-based, automated accounting system and agencies may obtain accounting and check information on magnetic media output from CARS.

**CARS Input Requirements** details procedures for an agency to provide accounting transactions to the Department of Accounts (DOA) via a dataset on a magnetic disk file residing at the Department of Information Technology (DIT) / IBM data center.

**CARS Output Files** details information that can be obtained on tape from CARS. Additionally, data can be obtained via the Financial Information Downloading System (FINDS). See CAPP Topic No. 70705, "FINDS: CARS and 1099 Downloading."

### General Interface Requirements

General requirements for an agency to submit accounting transactions to DOA via magnetic media interface are threefold as follows:

- Request and receive written authorization from DOA's Director of Information Systems prior to its submitting transactions via magnetic disk file.
- Request security to write to the dataset at the DIT. Make this request to DOA's Database Administration Manager (804) 225-2645.
- Establish written, operational procedures for electronic submission of transactions to DOA that demonstrate the following internal controls:
  - Transactions are properly recorded and executed; and
  - Fiscal positions that are responsible for approving and releasing transactions to DOA are defined within the agency.

Persons with the authority to approve and release electronic transactions must be limited to individuals whose signatures are on the agency's *Authorized Signatories Form* (DA-04-121) retained at DOA. Authority to release electronic transactions may be delegated by an individual whose signature is on the *Authorized Signatories Form* or to an individual employed in a position defined in the agency's written procedures.

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### Internal Control Audit

Agency procedures pertaining to the transaction approval process, submission of computer-generated transactions through electronic media, and assignment of CARS access capabilities at user levels for agency personnel are subject to an internal control audit by the Auditor of Public Accounts.

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### Interface Test Package

Before DOA agrees to accept computer-generated media, the agency must provide a complete test interface package of its proposed interface media.

Categories of accounting transactions considered for magnetic media interface are as follows:

- Travel Vouchers;
  - Vendor Payments;
  - Petty Cash Reimbursements;
  - Revenue Refunds;
  - Interagency Transfers
  - Agency Transaction Vouchers;
  - Deposit Certificates; and
  - Agency Operating Expenditure Plan.
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**DOA Contacts  
for Magnetic  
Interface**

After reviewing parameters below and if your agency wants to explore interface possibilities, contact one the following DOA personnel:

Director, Systems and Programming



(804) 225-2371



[systems@doa.virginia.gov](mailto:systems@doa.virginia.gov)

Director, Disbursements Review & Fixed Assets



(804) 225-3071



[dreview@doa.virginia.gov](mailto:dreview@doa.virginia.gov)

Have the following information available:

- Estimated volume of monthly transactions to be processed;
- Timing and input cycle of transactions to DOA; and
- Individuals to contact for both systems and accounting information.

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## CARS Input Requirements

### Introduction

Computer interface media must be a dataset on a disk residing at the DIT/IBM data center.

### Computer Interface Requirements

Computer interface requirements are as follows:

Dataset Name: As specified by DOA  
Disk: Blocked 500 X 5000  
Records: Fixed Length  
Record Length: 500 bytes.

### Interface Transmittal Package

Each interface package sent to the Department of Accounts must contain the following:

- Batch Header;
- A hardcopy transmittal listing of the dataset;
- Supporting documentation; and
- *Agency Magnetic Media Interface Identification Form* (DA-03-265) — Exhibit 11— identifying the dataset and its contents.

### Record and Data Element Layouts

**Exhibits 1 and 2** are standard layouts of the required record format and data element lengths for the HEADER INPUT RECORD and the DETAIL INPUT RECORD.

A description for each data element is provided in CAPP Topic No. 70255, “Data Elements.” **No exceptions to the standard input record format will be accepted.**

All interface requirements must be met to ensure the orderly processing of data created by the agency. An agency is responsible for creating its data backup files and retaining these files until verification of CARS processing.

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## Exhibit 1: Batch Header Input Record Layout

### Header Record

**Record Size:** 500

**Blocking Size:** 5000

| Field Position | Size | Field Description   | Edit Picture | Definition                             |
|----------------|------|---------------------|--------------|--|
| 1              | 1    | Data Type           | Pic X        | Always the letter 'A'                  |
| 2-4            | 3    | Batch Agency        | Pic X(3)     |  |
| 5-12           | 8    | Batch Date          | Pic X(8)     | <b>Format = YYYYMMDD</b>               |
| 13             | 1    | Batch Type          | Pic X        |  |
| 14-16          | 3    | Batch Number        | Pic X(3)     |  |
| 17-21          | 5    | Sequence Number     | Pic X(5)     | Header Sequence Number<br>Always Zeros |
| 22             | 1    | Duplicate Indicator | Pic X        | Always the number '0'                  |
| 23-30          | 8    | Agency List Number  | Pic X(8)     | Left Justify                           |
| 31-34          | 4    | Bank Code           | Pic X(4)     |  |
| 35-36          | 2    | Fiscal Month        | Pic X(2)     |  |
| 37-41          | 5    | Batch Count         | Pic X(5)     |  |
| 42-54          | 13   | Batch Amount        | Pic 9(11)v99 | Must be unsigned                       |
| 55-500         | 446  | Filler              | Pic X(446)   |  |

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## Exhibit 2: Detail Input Record Layout

### CARS Automated Input Record Layout and Description

**Detail Record**

**Record Size:** 500

**Blocking Size:** 5000

| Field<br>Position | Size | Field<br>Description | Edit<br>Picture | Definition                       |
|-------------------|------|----------------------|-----------------|----------------------------------|
| 1                 | 1    | Data Type            | Pic X           | Always the letter 'A'            |
| 2-4               | 3    | Batch Agency         | Pic X(3)        |                                  |
| 5-12              | 8    | Batch Date           | Pic X(8)        | <b>Format = YYYYMMDD</b>         |
| 13                | 1    | Batch Type           | Pic X           |                                  |
| 14-16             | 3    | Batch Number         | Pic X(3)        |                                  |
| 17-21             | 5    | Sequence Number      | Pic X(5)        | Header Sequence No. Always Zeros |
| 22                | 1    | Duplicate Indicator  | Pic X           | Always the number '0'            |
| 23-30             | 8    | Agency List Number   | Pic X(8)        | Left Justify                     |
| 31-33             | 3    | Agency Code          | Pic X(3)        |                                  |
| 34-36             | 3    | Cost Code            | Pic X(3)        |                                  |
| 37-39             | 3    | Transaction Code     | Pic X(3)        |                                  |
| 40                | 1    | Modifier Code        | Pic X           |                                  |
| 41                | 1    | Filler               | Pic X           |                                  |
| 42-45             | 4    | Fiscal Year          | Pic X(4)        |                                  |
| 46-47             | 2    | Fiscal Month         | Pic X(2)        |                                  |
| 48-49             | 2    | Fund Group           | Pic X(2)        |                                  |
| 50-51             | 2    | Fund Detail          | Pic X(2)        |                                  |
| 52-53             | 2    | Major Object Code    | Pic X(2)        |                                  |
| 54-55             | 2    | Subobject Code       | Pic X(2)        |                                  |
| 56-60             | 5    | Revenue Code         | Pic X(5)        |                                  |
| 61-63             | 3    | Program Code         | Pic X(3)        |                                  |

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## Exhibit 2: Detail Input Record Layout, Continued

**CARS Automated Input Record Layout and Description**

**Detail Record**  
**Record Size:** 500  
**Blocking Size:** 5000

| Field Position | Size | Field Description         | Edit Picture | Definition               |
|----------------|------|---------------------------|--------------|--------------------------|
| 64-65          | 2    | Subprogram                | Pic X(2)     |                          |
| 66-67          | 2    | Element                   | Pic X(2)     |                          |
| 68-72          | 5    | Project                   | Pic X(5)     |                          |
| 73-74          | 2    | Task                      | Pic X(2)     |                          |
| 75-76          | 2    | Phase                     | Pic X(2)     |                          |
| 77             | 1    | Vendor No. Indicator      | Pic X        |                          |
| 78-86          | 9    | Vendor ID                 | Pic X(9)     |                          |
| 87-88          | 2    | Vendor ID Suffix          | Pic X(2)     |                          |
| 89-96          | 8    | Invoice Date              | Pic X(8)     | <b>Format = YYYYMMDD</b> |
| 97-108         | 12   | Vendor Invoice            | Pic X(12)    |                          |
| 109-130        | 22   | Invoice Description       | Pic X(22)    |                          |
| 131-133        | 3    | Location Code             | Pic X(3)     |                          |
| 134-136        | 3    | General Ledger Account    | Pic X(3)     |                          |
| 137-144        | 8    | Document Date             | Pic X(8)     | <b>Format = YYYYMMDD</b> |
| 145-152        | 8    | Current Document No.      | Pic X(8)     |                          |
| 153-154        | 2    | Current Document Suffix   | Pic X(2)     |                          |
| 155-162        | 8    | Reference Document No.    | Pic X(8)     |                          |
| 163-164        | 2    | Reference Document Suffix | Pic X(2)     |                          |
| 165-167        | 3    | Credit Agency Number      | Pic X(3)     |                          |
| 168-170        | 3    | Debit Agency Number       | Pic X(3)     |                          |
| 171-179        | 9    | Agency Reference Field    | Pic X(9)     |                          |

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## Exhibit 2: Detail Input Record Layout, Continued

### CARS Automated Input Record Layout and Description

#### Detail Record

**Record Size:** 500

**Blocking Size:** 5000

| Field Position | Size | Field Description         | Edit Picture | Definition               |
|----------------|------|---------------------------|--------------|--------------------------|
| 180-185        | 6    | Subsidiary Account No.    | Pic X(6)     |                          |
| 186-198        | 13   | Transaction Amount        | Pic 9(11)v99 | Must be unsigned         |
| 199-211        | 13   | Certified Amount          | Pic9(11)v99  | Must be unsigned         |
| 212-219        | 8    | Agency Voucher Number     | Pic X(8)     |                          |
| 220-227        | 8    | Agency Voucher Date       | Pic X(8)     | <b>Format = YYYYMMDD</b> |
| 228-235        | 8    | Due Date                  | Pic X(8)     | <b>Format = YYYYMMDD</b> |
| 236-239        | 4    | Bank Code                 | Pic X(4)     |                          |
| 240-256        | 17   | Filler                    | Pic X(17)    |                          |
| 257-262        | 6    | Multi purpose Code        | Pic X(6)     |                          |
| 263            | 1    | Filler                    | Pic X        |                          |
| 264-266        | 3    | FIPS                      | Pic X(3)     |                          |
| 267-306        | 40   | Vendor Name               | Pic X(40)    |                          |
| 307-338        | 32   | Address Line 1            | Pic X(32)    |                          |
| 339-370        | 32   | Address Line 2            | Pic X(32)    |                          |
| 371-387        | 17   | City                      | Pic X(17)    |                          |
| 388-402        | 15   | Customer Account Number   | Pic X(15)    |                          |
| 403-404        | 2    | State                     | Pic X(2)     |                          |
| 405-409        | 5    | Zip 1-5                   | Pic X(5)     |                          |
| 410-413        | 4    | Zip 6-9                   | Pic X(4)     |                          |
| 414            | 1    | Filler                    | Pic X        |                          |
| 415            | 1    | 1099-Reportable-Indicator | Pic X        |                          |
| 416-500        | 85   | Filler                    | Pic X(85)    |                          |

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## CARS Input Requirements, Continued

### Batch Headers

Each batch of accounting transactions is identified by its own unique **Batch Identification (ID)** consisting of:

- Batch Agency;
- Batch Date;
- Batch Type; and
- Batch Number.

Each batch of accounting transactions consists of the batch header record and associated detail accounting transaction records, all identified with the same Batch ID.

When the **Record Sequence Number** is appended to the Batch ID, the resulting data element is called a **Transaction ID**. A **Batch Header Record** is indicated by placing zeros into the Record Sequence Number.

The Record Sequence Number begins with the number 00001 and is incremented by 1 for each additional detail accounting transaction within the batch.

### Batch Header Form

A **Batch Header Form** (DA-02-176) must be completed for each batch of accounting transactions in the magnetic media interface transmittal dataset. Agencies are responsible for determining the values of the Batch Header data elements (to include Batch ID). Detailed instructions for preparing the Batch Header are found in CAPP Topic No. 70235, "Input Batching."

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## CARS Input Requirements, Continued

### Transmittal Listings' Required Formats

The contents of the dataset must be listed on a hardcopy transmittal report. Submit a separate listing for each batch of transactions in the dataset. The listing must follow the Batch Header in the interface package.

Adhere to the following parameters for the hardcopy transmittal report.

| Parameter       | Format Requirement   |
|-----------------|--|
| Report Size     | <ul style="list-style-type: none"> <li>Printed on 8 1/2 by 11 inch paper.</li> <li>Printing should fill the entire page with at least 55 lines per page.</li> <li>Horizontal display of data elements is designed for printing with 12 characters per inch. However, standard design will print completely using 10 characters per inch with proper margin alignment.</li> </ul>         |
| Report Headings | <ul style="list-style-type: none"> <li>Standard headings on every page will include batch agency number and name, fiscal month, batch date, batch type and number, and batch page number.</li> <li>Additionally, two lines of detail data element headings will be printed at the top of each page.</li> </ul>   |
| Page Breaks     | <p>If a page break occurs in the middle of a document or voucher, <u>avoid</u> separating certain data as follows:</p> <ul style="list-style-type: none"> <li>Do not page break among payee name and address; print all four lines of the name and address together on the same page.</li> <li>Do not page break among the detail lines associated with a single transaction.</li> </ul> |
| Control Breaks  | <p>Required control breaks and totals for the listing are:</p> <ul style="list-style-type: none"> <li>Voucher/Deposit Certificate Total (<i>Certified Amount</i>);</li> <li>Batch Total; and</li> <li>Agency Total (required only if more than one agency is submitted on the interface dataset).</li> </ul>   |

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## CARS Input Requirements, Continued

### Transmittal Listings' Required Formats, continued

| Parameter               | Format Requirement  |
|-------------------------|---|
| Sequence Numbers        | <ul style="list-style-type: none"> <li>Sequence numbers reported on the listing must correspond exactly to the sequence numbers of the records on the dataset. Do not merge distributions together on the listing if they are not merged together on the dataset.</li> <li>Always make the first sequence number 00001 and increment by 1 for each record within a batch. Do not skip any sequence numbers within a batch.</li> </ul>   |
| Certification Statement | <ul style="list-style-type: none"> <li>Payment authorization is evidenced by one authorizing signature on the listing report and/or batch header.</li> <li>Separate Accounting Vouchers do not have to be signed by the authorizing official.</li> <li>Initials of the person preparing each accounting voucher should appear in the space provided on the accounting voucher.</li> </ul> <p>The certification statement is printed after the agency batch total and at the very end of the listing. The certification statement on the listing or batch header must be signed by an authorized official whose signature appears on the signature card retained at DOA.</p> |
| Dates                   | <p><i>A <u>listing's printed date</u> is in the sequence of MMDDYYYY.</i></p> <p><i>However, a <u>dataset date</u> must be in the sequence YYYYMMDD.</i></p>  |

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## CARS Input Requirements, Continued

**Transmittal  
Listings'  
Required  
Formats,  
continued**

Required formats for these reports are included in this topic's exhibits as follows:

| <b>Exhibit</b> | <b>Type of Transmittal Format</b>  |
|----------------|------------------------------------|
| 3              | Travel                             |
| 4              | Vendor Payments                    |
| 5              | Interagency Transfers (IAT)        |
| 6              | Agency Transaction Voucher (ATV)   |
| 7              | Deposit Certificate                |
| 8              | Agency Operating Expenditure Plans |
| 9              | Revenue Refunds                    |
| 10             | Petty Cash Reimbursement           |

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### Exhibit 3: Transmittal Listing Format — Travel

BATCH AGENCY: 154 DEPARTMENT OF MOTOR VEHICLES PAGE: 1  
BATCH NBR: 139 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/09/1999  
BATCH TYPE 2 - TRAVEL

VENDOR ID: T234567865-01 PAYEE NAME:

AGY VOUCHER: 00048323

#### EXPENDITURE DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | REF DOC    | AMOUNT        |
|-------|-----|-------------------------|---------|------------|---------------|
| 00001 | 326 | 154-001-0100-74901-1285 |         | 2345678-50 | <u>382.50</u> |

DESC: TRAVEL EXPENSES VOUCHER TOTAL 382.50

VENDOR ID: S907983452-01 PAYEE NAME: SALLY DAVIS  
21890 W FLORIDA STREET  
RICHMOND VA 23219

AGY VOUCHER: 00048324

#### EXPENDITURE DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | REF DOC | AMOUNT        |
|-------|-----|-------------------------|---------|---------|---------------|
| 00002 | 332 | 154-984-0100-74903-1282 |         |         | 114.75        |
| 00003 | 332 | 154-983-0100-74902-1285 |         |         | <u>218.92</u> |

DESC: TRAVEL EXPENSES VOUCHER TOTAL 333.67

\* \* \* \* \* BATCH TOTAL 716.17

TO THE COMPTROLLER: TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE EXPENSES ITEMIZED ABOVE  
WERE INCURRED ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND ARE A PROPER  
CHARGE AGAINST THE APPROPRIATION(S) INDICATED AND ARE HEREBY APPROVED FOR PAYMENT.

\_\_\_\_\_  
SIGNATURE NAME: HANK WILLIAMS  
TITLE: ACCOUNTING MANAGER

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## Exhibit 4: Transmittal Listing Format — Vendor Payments

BATCH AGENCY: 154 DEPARTMENT OF MOTOR VEHICLES PAGE: 1  
 BATCH NBR: 138 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/09/1999  
 BATCH TYPE 3 - VENDOR PAYMENTS

VENDOR ID: T003249865-01 PAYEE NAME:

AGY VOUCHER: 0004832 REF DOC: 00012380 DUE DATE: 07/20/1999

### EXPENDITURE DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | VNDR INVOICE | AMOUNT            |
|-------|-----|-------------------------|---------|--------------|-------------------|
| 00001 | 324 | 154-001-0100-74901-2212 | 08394   |              | 200,000.00        |
| 00002 | 324 | 154-002-0100-74901-2212 | 08394   |              | 200,000.00        |
| 00003 | 324 | 154-003-0100-74901-2212 | 08394   |              | <u>100,000.00</u> |

DESC: COMPUTER EQUIPMENT VOUCHER TOTAL 500,000.00

VENDOR ID: E000946827-11 PAYEE NAME: SALLY DAVIS  
 21890 W FLORIDA ST  
 TAMPA FL 92017

AGY VOUCHER: 00048322 REF DOC: DUE DATE: 07/20/1999

### EXPENDITURE DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | VNDR INVOICE | AMOUNT           |
|-------|-----|-------------------------|---------|--------------|------------------|
| 00004 | 324 | 154-984-0100-74903-1373 | 08394   |              | <u>27,000.00</u> |

DESC: COMPUTER TAPES VOUCHER TOTAL 27,000.00

\* \* \* \* \* BATCH TOTAL 527,000.00

TO THE COMPTROLLER: IT IS HEREBY CERTIFIED THAT THE GOODS OR SERVICES SPECIFIED ON THE ATTACHED DOCUMENTATION HAVE BEEN RECEIVED OR PERFORMED; PAYMENT HAS NOT BEEN PREVIOUSLY AUTHORIZED AND THEREFORE THESE EXPENDITURES ARE A PROPER CHARGE TO THE APPROPRIATIONS INDICATED. THIS LIST IS APPROVED FOR PAYMENT. UNIT PRICES AGREE WITH PURCHASE ORDERS.

\_\_\_\_\_  
 SIGNATURE NAME: BETTY WHITE  
 TITLE: ACCOUNTING MANAGER



|  |   |
|--|---|
| Volume No. 3 - Automated System Applications | TOPIC NO. 70210                                     |
| Function No. 70200 — CARS                    | TOPIC CARS MAGNETIC MEDIA<br>INTERFACE REQUIREMENTS |
|  | DATE September 1999                                 |

## Exhibit 5: Transmittal Listing Format — Interagency Transfers (IAT)

BATCH AGENCY: 150 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1  
 BATCH NBR: 307 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/01/1999  
 BATCH TYPE 4 - INTERAGENCY TRANSFERS

AGY VOUCHER: 00000123

CREDIT AGENCY: 499

### ACCOUNTING DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | INVOICE NO. | AMOUNT          |
|-------|-----|-------------------------|---------|-------------|-----------------|
| 00001 | 180 | 499-270-0100-44904-1323 |         |             | 1,732.58        |
| 00002 | 380 | 150- -0200-99800-1323   |         |             | <u>1,732.58</u> |

DESC: VOUCHER TOTAL 3,465.16

AGENCY VOUCHER: 00000124

CREDIT AGENCY: 422

### ACCOUNTING DISTRIBUTION

| SEQ   | T/C | CARS CODING           | PROJECT | VNDR INVOICE | AMOUNT        |
|-------|-----|-----------------------|---------|--------------|---------------|
| 00003 | 388 | 422- -0700-           |         |              | 798.16        |
| 00004 | 180 | 150- -0100-10110-1155 |         |              | 500.34        |
| 00005 | 180 | 150- -0100-10410-1155 |         |              | 65.52         |
| 00006 | 180 | 150- -0100-10440-1155 |         |              | <u>232.30</u> |

DESC: VOUCHER TOTAL 1596.32

\* \* \* \* \* BATCH TOTAL 5,061.48

TO THE COMPTROLLER: IT IS HEREBY CERTIFIED THAT THE GOODS OR SERVICES SPECIFIED ABOVE HAVE BEEN RECEIVED OR PERFORMED; PAYMENT HAS NOT BEEN PREVIOUSLY AUTHORIZED AND THEREFORE THESE EXPENDITURES IS A PROPER CHARGE TO THE APPROPRIATIONS INDICATED. THIS LIST IS APPROVED FOR PAYMENT. UNIT PRICES AGREE WITH PURCHASE ORDERS.

\_\_\_\_\_  
 SIGNATURE NAME: DON SMITH  
 TITLE: ACCOUNTING MANAGER

|  |   |
|--|---|
| Volume No. 3 - Automated System Applications | TOPIC NO. 70210                                     |
| Function No. 70200 — CARS                    | TOPIC CARS MAGNETIC MEDIA<br>INTERFACE REQUIREMENTS |
|  | DATE September 1999                                 |

## Exhibit 6: Transmittal Listing Format — Agency Transaction Voucher

BATCH AGENCY: 208 VIRGINIA TECH PAGE: 1  
 BATCH NBR: 140 INTERFACE TRANSMITTAL LISTING BATCH DATE: 12/04/1999  
 BATCH TYPE 6 - AGENCY TRANSACTION VOUCHERS

AGY VOUCHER: 00000231

### ACCOUNTING DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | INVOICE NO.   | AMOUNT        |
|-------|-----|-------------------------|---------|---------------|---------------|
| 00001 | 180 | 208-660-0100-44506-1433 |         |               | 73.53         |
| 00002 | 380 | 208-661-0100-44506-1433 |         |               | 73.53         |
| 00003 | 180 | 208-738-0100-19701-1215 |         |               | 224.00        |
| 00004 | 380 | 208-738-0100-19702-1215 |         |               | <u>224.00</u> |
| DESC: |     |                         |         | VOUCHER TOTAL | 595.06        |

AGENCY VOUCHER: 00000232

### ACCOUNTING DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | VNDR INVOICE  | AMOUNT          |
|-------|-----|-------------------------|---------|---------------|-----------------|
| 00005 | 180 | 208-001-0100-46103-1385 |         |               | 1,037.17        |
| 00006 | 380 | 208-002-0100-46103-1385 |         |               | <u>1,037.17</u> |
| DESC: |     |                         |         | VOUCHER TOTAL | 2,074.34        |

AGENCY VOUCHER: 00001234

### ACCOUNTING DISTRIBUTION

| SEQ   | T/C | CARS CODING             | PROJECT | VNDR INVOICE  | AMOUNT        |
|-------|-----|-------------------------|---------|---------------|---------------|
| 00007 | 180 | 231-983-0100-77420-1299 |         |               | 842.06        |
| 00008 | 380 | 231-984-0100-77410-1299 |         |               | <u>842.06</u> |
| DESC: |     |                         |         | VOUCHER TOTAL | 1,684.12      |
|       |     |                         |         | * * * * *     |               |
|       |     |                         |         | BATCH TOTAL   | 4,353.52      |

AGENCY APPROVAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

|  |  |
|--|--|
| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> <b>70210</b>                                      |
| Function No. 70200 — CARS                    | <b>TOPIC</b> <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b> <b>September 1999</b>                                  |

## Exhibit 7: Transmittal Listing Format — Deposit Certificate

BATCH AGENCY: 208 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1  
 BATCH NBR: 140 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/01/1999  
 BATCH TYPE 7 - DEPOSIT CERTIFICATE

CURRENT DOC NO: 00048140 BANK CODE: 0151 LOCATION NO: 037

### ACCOUNTING DISTRIBUTION

| SEQ   | T/C | CARS CODING           | REVENUE | FIPS | REF DOC. | AMOUNT          |
|-------|-----|-----------------------|---------|------|----------|-----------------|
| 00001 | 001 | 150-0100-             | 13600   |      |          | 1,187.00        |
| 00002 | 001 | 150-0100-             | 13854   |      |          | 73.00           |
| 00003 | 001 | 150-0100-             | 64015   |      |          | 1,559.00        |
| 00004 | 001 | 150-0100-             | 54379   |      |          | 4,307.00        |
| 00005 | 001 | 150-0100-             | 47048   |      |          | 2,325.00        |
| 00006 | 003 | 150-0100-4610300-1213 |         |      | 12378982 | 1,191.00        |
| 00007 | 001 | 150-0100-             | 13600   |      |          | 3,139.00        |
| 00008 | 001 | 150-0100-             | 64015   |      |          | 26,742.00       |
| 00009 | 001 | 150-0100-             | 54379   |      |          | 56.00           |
| 00010 | 001 | 150-0100-             | 47048   |      |          | 9,529.00        |
| 00011 | 010 | 150-0100-3210300-     |         |      | 98765432 | 153.00          |
| 00012 | 001 | 150-0100-             | 13600   |      |          | 24,935.00       |
| 00013 | 001 | 150-0100-             | 13854   |      |          | <u>5,111.00</u> |

DEPOSIT CERTIFICATE TOTAL 80,307.00

\* \* \* \* \* BATCH TOTAL 80,307.00

AGENCY APPROVAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

|  |  |
|--|--|
| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> <b>70210</b>                                      |
| Function No. 70200 — CARS                    | <b>TOPIC</b> <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b> <b>September 1999</b>                                  |

## Exhibit 8: Transmittal Listing Format — Agency Operating Expenditure Plans

BATCH AGENCY: 150 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1  
 BATCH NBR: 090 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/01/1999  
 BATCH TYPE 0 - AGENCY OPERATING EXPENDITURE PLANS

### EXPENDITURE DISTRIBUTION

| SEQ                   | T/C | CARS CODING               | PROJECT | AMOUNT          |
|-----------------------|-----|---------------------------|---------|-----------------|
| 00001                 | 890 | 150-660-0100-4450602-1111 |         | 1,187.00        |
| 00002                 | 890 | 150-661-0100-4450603-1111 |         | 73.00           |
| 00003                 | 890 | 150-738-0100-1970200-1111 |         | 1,559.00        |
| 00004                 | 890 | 150-738-0100-1970200-1111 |         | 4,307.00        |
| 00005                 | 890 | 150-001-0100-4610300-1115 |         | 2,325.00        |
| 00006                 | 890 | 150-002-0100-4610300-1115 |         | 1,191.00        |
| 00007                 | 890 | 150-103-0100-3210200-1115 |         | 3,139.00        |
| 00008                 | 890 | 150-187-0100-3210200-1124 |         | 26,742.00       |
| 00009                 | 890 | 150-157-0100-3210200-1234 |         | 23.00           |
| 00010                 | 890 | 150-053-0100-3210300-1213 |         | 9,529.00        |
| 00011                 | 890 | 150-755-0100-3210300-1312 |         | 153.00          |
| 00012                 | 890 | 150-470-0100-3210300-1533 |         | 24,935.00       |
| 00013                 | 890 | 150-730-0100-3210300-2224 |         | <u>5,111.00</u> |
| TOTAL                 |     |                           |         | 80,307.00       |
| * * * * * BATCH TOTAL |     |                           |         | 80,307.00       |

AGENCY APPROVAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

|  |   |
|--|---|
| Volume No. 3 - Automated System Applications | TOPIC NO. 70210                                     |
| Function No. 70200 — CARS                    | TOPIC CARS MAGNETIC MEDIA<br>INTERFACE REQUIREMENTS |
|  | DATE September 1999                                 |

## Exhibit 9: Transmittal Listing Format — Revenue Refunds

BATCH AGENCY: 154 DEPARTMENT OF MOTOR VEHICLES PAGE: 1  
 BATCH NBR: 140 INTERFACE TRANSMITTAL LISTING BATCH DATE: 12/04/1999  
 BATCH TYPE R - REVENUE REFUND

VENDOR ID: E578132921-00

PAYEE NAME: DANA LEE  
 783D MAIN STREET  
 RICHFIELD NJ 01902

AGY VOUCHER: 00048325

### REVENUE REFUND DISTRIBUTION

| SEQ   | T/C | CARS CODING  | REVENUE | PROJECT | AMOUNT        |
|-------|-----|--------------|---------|---------|---------------|
| 00001 | 316 | 154-001-0100 | 06001   |         | <u>500.00</u> |

DESC: MOTOR FUEL TAX VOUCHER TOTAL 500.00

VENDOR ID: T137289492-03

PAYEE NAME:

AGY VOUCHER: 00048325

### REVENUE REFUND DISTRIBUTION

| SEQ   | T/C | CARS CODING  | REVENUE | PROJECT | AMOUNT        |
|-------|-----|--------------|---------|---------|---------------|
| 00002 | 316 | 154-984-0100 | 06001   |         | <u>500.00</u> |

DESC: MOTOR FUEL TAX VOUCHER TOTAL 500.00

VENDOR ID: S359178248-00

PAYEE NAME: PATRICIA GUTHRIE  
 1843 GARVER AVENUE  
 RICHMOND VA 23234

AGY VOUCHER: 00048325

### REVENUE REFUND DISTRIBUTION

| SEQ   | T/C | CARS CODING  | REVENUE | PROJECT | REF DOC | MOD | AMOUNT        |
|-------|-----|--------------|---------|---------|---------|-----|---------------|
| 00003 | 316 | 154-983-0100 | 06003   |         |         |     | <u>500.00</u> |

DESC: OPR LICENSE REFUND VOUCHER TOTAL 500.00

\* \* \* \* \* BATCH TOTAL 1,500.00

TO THE COMPTROLLER: IT IS HEREBY CERTIFIED THAT THE GOODS OR SERVICES SPECIFIED ON THE ATTACHED DOCUMENTATION HAVE BEEN RECEIVED OR PERFORMED; PAYMENT HAS NOT BEEN PREVIOUSLY AUTHORIZED AND THEREFORE THESE EXPENDITURES ARE A PROPER CHARGE TO THE APPROPRIATIONS INDICATED. THIS LIST IS APPROVED FOR PAYMENT. UNIT PRICES AGREE WITH PURCHASE ORDERS.

\_\_\_\_\_  
 SIGNATURE

NAME: BETTY WHITE  
 TITLE: ACCOUNTING MANAGER

|  |   |
|--|---|
| Volume No. 3 - Automated System Applications | TOPIC NO. 70210                                     |
| Function No. 70200 — CARS                    | TOPIC CARS MAGNETIC MEDIA<br>INTERFACE REQUIREMENTS |
|  | DATE September 1999                                 |

## Exhibit 10: Transmittal Listing Format — Petty Cash Reimbursement

BATCH AGENCY: 150 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1  
 BATCH NBR: 954 INTERFACE TRANSMITTAL LISTING BATCH DATE: 08/10/1999  
 BATCH TYPE P - PETTY CASH

VENDOR ID: T786534921-00

PAYEE NAME

AGY VOUCHER: 00000323

### EXPENDITURE DISTRIBUTION

| SEQ            | T/C | CARS CODING             | PROJECT | AMOUNT |
|----------------|-----|-------------------------|---------|--------|
| 00001          | 324 | 150-921-0100-74901-1214 |         | .26    |
| 00002          | 324 | 150-952-0100-74901-1312 |         | 19.84  |
| 00003          | 324 | 150-953-0100-74901-1285 |         | 1.95   |
| 00004          | 324 | 150-953-0100-74901-1282 |         | 9.60   |
| 00005          | 324 | 150-941-0100-74901-2224 |         | 35.69  |
| 00006          | 324 | 150-921-0100-74901-1212 |         | 5.87   |
| 00007          | 324 | 150-974-0100-74901-1212 |         | 3.29   |
| 00008          | 324 | 150-931-0100-74901-1212 |         | 2.00   |
| 00009          | 324 | 150-973-0100-74901-1212 |         | 13.51  |
| 00010          | 324 | 150-911-0100-74901-1212 |         | 8.14   |
| 00011          | 324 | 150-911-0100-74901-1283 |         | 57.00  |
| 00012          | 324 | 150-911-0100-74901-1285 |         | 25.98  |
| 00013          | 324 | 150-971-0100-74901-1285 |         | 12.00  |
| VOUCUHER TOTAL |     |                         |         | 195.13 |

DESC:

\* \* \* \* \* BATCH TOTAL 195.13

TO THE COMPTROLLER: THE DISBURSEMENTS LISTED HEREON AND SUPPORTED BY THE ATTACHED SUBVOUCHERS ARE LEGITIMATE AND PROPER EXPENDITURES MADE FROM THE PETTY CASH FUND IN MY CUSTODY DURING THE PERIOD INDICATED AND HAVE NOT BEEN PREVIOUSLY REIMBURSED. THE RECONCILIATION OF MY PETTY CASH ACCOUNT REPORTED ABOVE AND THE BALANCE IN BANK OR ON HAND IS CORRECT.

\_\_\_\_\_  
 NAME: DONNA LANE  
 TITLE: ACCOUNTING MANAGER

|  |  |
|--|--|
| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> 70210                                     |
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|  | <b>DATE</b> September 1999                                 |

## CARS Input Requirements, Continued

### Optional Transmittal Listing Data Elements

Vouchers on which several invoices have been recorded (recapped) may be submitted through the interface process. At least one expenditure distribution record must be submitted for each vendor invoice number. The sequence of dataset records must correspond exactly to the records printed on the listing.

Voucher number, vendor identification number, name and address, and due date are required to remain identical (character for character) in all of the records. This ensures that just one check will be generated for those invoices within the same due date. If the voucher number, vendor identification number, name and address, or due date is different for the invoices, separate checks will be written.

A consolidated expenditure distribution record may not be submitted for a group of invoices. The transmittal listing must report all of the individual invoice numbers and their associated due dates.

If any of the following data elements appear in the interface record, the appropriate line must be printed on the transmittal listing:

- Invoice Description;
- Invoice Number;
- Due Date;
- Vendor ID;
- Payee Name; and
- Payee Address.

On the other hand, if no data (blanks) is input for these data elements, the respective line(s) may be suppressed on the listing. This occurs for Batch Type 6 (Agency Transaction Vouchers) and Batch Type 0 (Agency Operating Expenditure Plans).

Use underlining to identify voucher totals. Print asterisks to identify agency and batch totals. Edit amount fields with commas and decimal points to improve readability.

*Continued on next page*

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> 70210                                     |
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|  | <b>DATE</b> September 1999                                 |

## CARS Input Requirements, Continued

### Batch Type Supporting Documentation

Each batch type requires the following supporting documentation be sent to DOA for processing.

| <b>Batch Type</b> | <b>Batch Description</b>          | <b>Supporting Documentation</b>  |
|-------------------|-----------------------------------|--|
| 2                 | Travel Reimbursement              | State-prescribed forms   |
| P                 | Petty Cash Reimbursement          | State-prescribed forms   |
| 3                 | Vendor Payments                   | Original Invoice marked with: <ul style="list-style-type: none"> <li>• Agency Number;</li> <li>• Batch ID; and</li> <li>• Assigned Voucher Number.</li> </ul> In the transmittal package, place large volumes of small vendor invoices in envelope(s) identifying agency, Batch ID, and Voucher Number. [See CAPP Volume 1, Topic 20310, "Expenditures"] |
| R                 | Revenue Refunds                   | Hardcopy Transmittal Listing   |
| 4                 | Interagency Transfers             | Hardcopy Transmittal Listing   |
| 6                 | Agency Transaction Vouchers       | Hardcopy Transmittal Listing   |
| 7                 | Deposit Certificates              | Hardcopy Transmittal Listing   |
| 0                 | Agency Operating Expenditure Plan | Hardcopy Transmittal Listing   |

### Dataset Batch Types

Different batch types may be submitted on the same dataset. The hardcopy transmittal listing and supporting documents match the same sequence as the submitted dataset.

### Out-of-Balance Batches

All out-of-balance batches by line count or amount will be placed on "Agency Hold" (Batch Status 3). It is the agency's responsibility to review CARS on-line screen 46, *Batch System Status*, each day to identify out-of-balance batches, make corrections to re-balance, and release the batch for further processing.

*Continued on next page*



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|--|--|
| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> 70210                                     |
| Function No. 70200 — CARS                    | <b>TOPIC</b> CARS MAGNETIC MEDIA<br>INTERFACE REQUIREMENTS |
|  | <b>DATE</b> September 1999                                 |

## CARS Input Requirements, Continued

### Error Correction

DOA expects to receive error-free datasets and listings. Thus, DOA will not make corrections to a dataset before the interface data processes through the CARS edit cycle. Therefore, DOA retains the prerogative to refuse incorrect interface data.

### Dataset Submission Form

For each dataset to be input to CARS, submit an *Agency Magnetic Media Interface Identification Information Form* (DA-03-265) illustrated in **Exhibit 11** with supporting documentation for the batches in the dataset.

This form is commonly referred to as the MIFF sheet. Use the following detailed instructions to complete the MIFF sheet (Exhibit 11).

**Step Numbers correspond with numbers circled on Exhibit 11.**

| Step | Action  |
|------|---|
| 1    | Agency Name   |
| 2    | Agency Code (3-digit)                                     |
| 3    | Dataset Name (specified by DOA)                           |
| 4    | Dataset Type (mode of entry)                              |
| 5    | Agency Batch ID Number                                    |
| 6    | Batch Amount  |
| 7    | Prepared By and Date (Person Preparing MIFF Sheet & Date) |
| 8    | DOA Use Only  |

*Continued on next page*

|  |   |
|--|---|
| Volume No. 3 - Automated System Applications | TOPIC NO. 70210                                     |
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|  | DATE September 1999                                 |

## Exhibit 11: Agency Magnetic Media Interface Identification Form (DA-03-265)

### Commonwealth of Virginia - Department of Accounts Agency Magnetic Media Interface Identification Information

1 Agency Name: \_\_\_\_\_ 2 Agency Code: \_\_\_\_\_

3 Dataset Name: \_\_\_\_\_

4 Dataset Type (Disk or Tape): \_\_\_\_\_

\*\*\*\*\*

| ***** Batches included Dataset ***** |                |                   |                |
|--------------------------------------|----------------|-------------------|----------------|
| 5 Agency Batch ID                    | 6 Batch Amount | 5 Agency Batch ID | 6 Batch Amount |
|                                      |                |                   |                |
|                                      |                |                   |                |
|                                      |                |                   |                |
|                                      |                |                   |                |
|                                      |                |                   |                |
|                                      |                |                   |                |
|                                      |                |                   |                |

7 Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

8 Department of Accounts Use Only

Job In Number: \_\_\_\_\_

Job In Date: \_\_\_\_\_

Operator's Name: \_\_\_\_\_

Date: \_\_\_\_\_

|  |  |
|--|--|
| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> 70210                                     |
| Function No. 70200 — CARS                    | <b>TOPIC</b> CARS MAGNETIC MEDIA<br>INTERFACE REQUIREMENTS |
|  | <b>DATE</b> September 1999                                 |

## CARS Output Files

### Files Available Upon Request

CARS can produce extracts of agency data from selected financial files. The following files are available upon request.

- History (HY) File — All detailed financial transactions.
- Operating File (OF) — All expenditure and revenue data summarized at the entry key level.
- Checks Written (CW) File — All detailed disbursement transactions posted to the Vendor Payment File and released for checkwrite processing.

These files are usually produced on a monthly basis but can be made available at other run cycles.

### Record Layouts

Record layouts for these interface files are found in **Exhibits 12 through 14**.

|  |  |
|--|--|
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|  | <b>DATE</b> September 1999                                 |

## Exhibit 12: CARS History Interface File Record Layout and Description

**Record Size: 800**

| <b>Field<br/>Position</b> | <b>Size</b> | <b>Field<br/>Description</b> | <b>Edit<br/>Picture</b> | <b>Definition</b>                   |
|---------------------------|-------------|------------------------------|-------------------------|-------------------------------------|
| 1                         | 1           | Data Type                    | Pic X                   | Always the letter 'A'               |
| 2-4                       | 3           | Batch Agency                 | Pic X(3)                | Format = YYYYMMDD                   |
| 5-12                      | 8           | Batch Date                   | Pic X(8)                |                                     |
| 13                        | 1           | Batch Type                   | Pic X                   |                                     |
| 14-16                     | 3           | Batch Number                 | Pic X(3)                | Header Sequence No.<br>Always Zeros |
| 17-21                     | 5           | Sequence Number              | Pic X(5)                |                                     |
| 22                        | 1           | Duplicate Indicator          | Pic X                   |                                     |
| 23-30                     | 8           | Agency List Number           | Pic X(8)                | Always the number '0'               |
| 31-33                     | 3           | Agency Code                  | Pic X(3)                |                                     |
| 34-36                     | 3           | Cost Code                    | Pic X(3)                |                                     |
| 37-39                     | 3           | Transaction Code             | Pic X(3)                |                                     |
| 40                        | 1           | Modifier Code                | Pic X                   |                                     |
| 41                        | 1           | Reverse Code                 | Pic X                   |                                     |
| 42-45                     | 4           | Fiscal Year                  | Pic X(4)                |                                     |
| 46-47                     | 2           | Fiscal Month                 | Pic X(2)                |                                     |
| 48-49                     | 2           | Fund Group                   | Pic X(2)                |                                     |
| 50-51                     | 2           | Fund Detail                  | Pic X(2)                |                                     |
| 52-53                     | 2           | Major Object Code            | Pic X(2)                |                                     |
| 54-55                     | 2           | Subobject Code               | Pic X(2)                |                                     |
| 56-60                     | 5           | Revenue Code                 | Pic X(5)                |                                     |
| 61-63                     | 3           | Program Code                 | Pic X(3)                |                                     |
| 64-65                     | 2           | Subprogram                   | Pic X(2)                |                                     |
| 66-67                     | 2           | Element                      | Pic X(2)                |                                     |
| 68-72                     | 5           | Project                      | Pic X(5)                |                                     |
| 73-74                     | 2           | Task                         | Pic X(2)                |                                     |
| 75-76                     | 2           | Phase                        | Pic X(2)                |                                     |
| 77                        | 1           | Vendor Id No. Indicator      | Pic X                   |                                     |
| 78-86                     | 9           | Vendor ID                    | Pic X(9)                |                                     |

*Continued on Next Page*

|  |                  |   |
|--|------------------|---|
| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> | <b>70210</b>  |
| Function No. 70200 — CARS                    | <b>TOPIC</b>     | <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b>      | <b>September 1999</b>                                 |

## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| <b>Field<br/>Position</b> | <b>Size</b> | <b>Field<br/>Description</b> | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|---------------------------|-------------|------------------------------|-------------------------|-------------------|
| 87-88                     | 2           | Vendor ID Suffix             | Pic X(2)                |                   |
| 89-96                     | 8           | Invoice Date                 | Pic X(8)                | Format = YYYYMMDD |
| 97-108                    | 12          | Vendor Invoice No.           | Pic X(12)               |                   |
| 109-130                   | 22          | Invoice Description          | Pic X(22)               |                   |
| 131-133                   | 3           | Location Code                | Pic X(3)                |                   |
| 134-136                   | 3           | General Ledger Account       | Pic X(3)                |                   |
| 137-144                   | 8           | Document Date                | Pic X(8)                | Format = YYYYMMDD |
| 145-152                   | 8           | Current Document No.         | Pic X(8)                |                   |
| 153-154                   | 2           | Current Document Suffix      | Pic X(2)                |                   |
| 155-162                   | 8           | Reference Document No.       | Pic X(8)                |                   |
| 163-164                   | 2           | Reference Document Suffix    | Pic X(2)                |                   |
| 165-167                   | 3           | Credit Agency Number         | Pic X(3)                |                   |
| 168-170                   | 3           | Debit Agency Number          | Pic X(3)                |                   |
| 171-179                   | 9           | Agency Reference             | Pic X(9)                |                   |
| 180-185                   | 6           | Subsidiary Account No.       | Pic X(6)                |                   |
| 186-198                   | 13          | Transaction Amount           | Pic 9(11)v99Unsigned    |                   |
| 199-211                   | 13          | Certified Amount             | Pic 9(11)v99Unsigned    |                   |
| 212-219                   | 8           | Agency Voucher Number        | Pic X(8)                |                   |
| 220-227                   | 8           | Agency Voucher Date          | Pic X(8)                | Format = YYYYMMDD |
| 228-235                   | 8           | Due Date                     | Pic X(8)                | Format = YYYYMMDD |
| 236-239                   | 4           | Bank Code                    | Pic X(4)                |                   |
| 240                       | 1           | Check Type                   | Pic X                   |                   |
| 241-248                   | 8           | Check Number                 | Pic X(8)                |                   |
| 249-256                   | 8           | Check Date                   | Pic X(8)                | Format = YYYYMMDD |
| 257-262                   | 6           | Multi purpose Code           | Pic X(6)                |                   |
| 263                       | 1           | Fund Control Override        | Pic X                   |                   |
| 264-266                   | 3           | FIPS                         | Pic X(3)                |                   |
| 267-306                   | 40          | Vendor Name                  | Pic X(40)               |                   |
| 307-338                   | 32          | Address Line 1               | Pic X(32)               |                   |

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> | <b>70210</b>  |
| Function No. 70200 — CARS                    | <b>TOPIC</b>     | <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b>      | <b>September 1999</b>                                 |

## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| <b>Field<br/>Position</b>       | <b>Size</b> | <b>Field<br/>Description</b>  | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|---------------------------------|-------------|-------------------------------|-------------------------|-------------------|
| 339-370                         | 32          | Address Line 2                | Pic X(32)               |                   |
| 371-387                         | 17          | City                          | Pic X(17)               |                   |
| 388-402                         | 15          | Customer Account Number       | Pic X(15)               |                   |
| 403-404                         | 2           | State                         | Pic X(2)                |                   |
| 405-409                         | 5           | Zip 1-5                       | Pic X(5)                |                   |
| 410-413                         | 4           | Zip 6-9                       | Pic X(4)                |                   |
| 414                             | 1           | Vendor Lookup Indicator       | Pic X                   |                   |
| 415                             | 1           | 1099 Reportable Indicator     | Pic X                   |                   |
| 416                             | 1           | 1099 Agency Participation Ind | Pic X                   |                   |
| 417                             | 1           | 1099 Control Agy Indicator    | Pic X                   |                   |
| 418-425                         | 8           | Process Date                  | Pic X(8)                | Format = YYYYMMDD |
| 426-429                         | 4           | Process Time                  | Pic X(4)                | Format = HHMM     |
| 430-437                         | 8           | Entry Date                    | Pic X(8)                | Format = YYYYMMDD |
| 438-441                         | 4           | Transaction Year              | Pic X(4)                |                   |
| 442                             | 1           | Online Posting Indicator      | Pic X                   |                   |
| 443-450                         | 8           | Document Control Id           | Pic X(8)                |                   |
| 451-457                         | 7           | Net Amount                    | Pic S9(11)v99           | Comp-3            |
| 458                             | 1           | Inactive Indicator            | Pic X                   |                   |
| 459                             | 1           | Vendor Indicator              | Pic X                   |                   |
| <b>Descriptor Table Segment</b> |             |                               |                         |                   |
| 460-461                         | 2           | D03 Function                  | Pic X(2)                |                   |
| 462-463                         | 2           | D03 Subfunction               | Pic X(2)                |                   |
| 464                             | 1           | D03 Appropriation Control Lvl | Pic X                   |                   |
| 465                             | 1           | D03 Program Detail Indicator  | Pic X                   |                   |
| 466                             | 1           | D03 Carryforward Indicator    | Pic X                   |                   |
| 467                             | 1           | D04 Program Detail Indicator  | Pic X                   |                   |
| 468                             | 1           | D06 Cash Control Type         | Pic X                   |                   |
| 469                             | 1           | D07 Cash Control Type         | Pic X                   |                   |
| 470-471                         | 2           | D09 Secretarial Area          | Pic X(2)                |                   |
| 472-474                         | 3           | D09 Control Agency            | Pic X(3)                |                   |

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> | <b>70210</b>  |
| Function No. 70200 — CARS                    | <b>TOPIC</b>     | <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b>      | <b>September 1999</b>                                 |

## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| <b>Field<br/>Position</b>                      | <b>Size</b> | <b>Field<br/>Description</b> | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|--|-------------|------------------------------|-------------------------|-------------------|
| 475  | 1           | D09 Pgm Cost Code Indicator  | Pic X                   |                   |
| 476  | 1           | D09 Vendor File Indicator    | Pic X                   |                   |
| 477-478  | 2           | D17 Revenue Class            | Pic X(2)                |                   |
| 479  | 1           | D18 Project Type             | Pic X                   |                   |
| 480  | 1           | D18 Cash Control Post Level  | Pic X                   |                   |
| <b>Cost Code Table Segment</b>                 |             |                              |                         |                   |
| 481-483  | 3           | Organization Level 1         | Pic X(3)                |                   |
| 484-486  | 3           | Organization Level 2         | Pic X(3)                |                   |
| 487-489  | 3           | Organization Level 3         | Pic X(3)                |                   |
| 490-492  | 3           | Organization Level 4         | Pic X(3)                |                   |
| 493-497  | 5           | Cost Code Project            | Pic X(5)                |                   |
| 498-499  | 2           | Cost Code Task               | Pic X(2)                |                   |
| 500-501  | 2           | Cost Code Phase              | Pic X(2)                |                   |
| 502-504  | 3           | Cost Code FIPS               | Pic X(3)                |                   |
| 505-507  | 3           | Cost Code PSD                | Pic X(3)                |                   |
| <b>Transaction Code Decision Table Segment</b> |             |                              |                         |                   |
| 508-510  | 3           | GLA 1                        | Pic X(3)                |                   |
| 511-513  | 3           | GLA 2                        | Pic X(3)                |                   |
| 514-516  | 3           | GLA 3                        | Pic X(3)                |                   |
| 517-519  | 3           | GLA 4                        | Pic X(3)                |                   |
| 520-522  | 3           | GLA 5                        | Pic X(3)                |                   |
| 523-525  | 3           | GLA 6                        | Pic X(3)                |                   |
| 526-528  | 3           | GLA 7                        | Pic X(3)                |                   |
| 529-531  | 3           | GLA 8                        | Pic X(3)                |                   |
| 532  | 1           | Agency Edit Indicator        | Pic X                   |                   |
| 533  | 1           | Cost Code Edit Indicator     | Pic X                   |                   |
| 534  | 1           | Modifier Edit Indicator      | Pic X                   |                   |
| 535  | 1           | FFY Edit Indicator           | Pic X                   |                   |
| 536  | 1           | Fund Edit Indicator          | Pic X                   |                   |
| 537  | 1           | Object Edit Indicator        | Pic X                   |                   |

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> | <b>70210</b>  |
| Function No. 70200 — CARS                    | <b>TOPIC</b>     | <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b>      | <b>September 1999</b>                                 |

## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| <b>Field<br/>Position</b> | <b>Size</b> | <b>Field<br/>Description</b>   | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|---------------------------|-------------|--------------------------------|-------------------------|-------------------|
| 538                       | 1           | Revenue Source Edit Indicator  | Pic X                   |                   |
| 539                       | 1           | Program Edit Indicator         | Pic X                   |                   |
| 540                       | 1           | Subsidiary Acct Edit Indicator | Pic X                   |                   |
| 541                       | 1           | Reverse Code Edit Indicator    | Pic X                   |                   |
| 542                       | 1           | Check Id Edit Indicator        | Pic X                   |                   |
| 543                       | 1           | Vendor Name Edit Indicator     | Pic X                   |                   |
| 544                       | 1           | Vendor Addr Edit Indicator     | Pic X                   |                   |
| 545                       | 1           | Current Doc No Edit Indicator  | Pic X                   |                   |
| 546                       | 1           | Reference Doc Edit Indicator   | Pic X                   |                   |
| 547                       | 1           | Agy Reference Edit Indicator   | Pic X                   |                   |
| 548                       | 1           | GLA Edit Indicator             | Pic X                   |                   |
| 549                       | 1           | FCO Edit Indicator             | Pic X                   |                   |
| 550                       | 1           | Agy Voucher Edit Indicator     | Pic X                   |                   |
| 551                       | 1           | Multipurpose Edit Indicator    | Pic X                   |                   |
| 552                       | 1           | Due Date Edit Indicator        | Pic X                   |                   |
| 553                       | 1           | Invoice No Edit Indicator      | Pic X                   |                   |
| 554                       | 1           | Project Edit Indicator         | Pic X                   |                   |
| 555                       | 1           | FIPS Edit Indicator            | Pic X                   |                   |
| 556                       | 1           | PSD Edit Indicator             | Pic X                   |                   |
| 557                       | 1           | Check Writing Indicator        | Pic X                   |                   |
| 558                       | 1           | Document Control Indicator     | Pic X                   |                   |
| 559                       | 1           | Document Control Sign          | Pic X                   |                   |
| 561                       | 1           | Posting Sequence               | Pix X                   |                   |
| 562                       | 1           | Batch Type-1                   | Pic X                   |                   |
| 563                       | 1           | Batch Type-2                   | Pic X                   |                   |
| 564                       | 1           | Batch Type-3                   | Pic X                   |                   |
| 565                       | 1           | Batch Type-4                   | Pic X                   |                   |
| 566                       | 1           | Batch Type-5                   | Pic X                   |                   |
| 567                       | 1           | Batch Type-6                   | PicX                    |                   |

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> 70210                                     |
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|  | <b>DATE</b> September 1999                                 |

## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| Field<br>Position              | Size | Field<br>Description | Edit<br>Picture | Definition |
|--------------------------------|------|----------------------|-----------------|------------|
| 568                            | 1    | Batch Type-7         | Pic X           |            |
| 569                            | 1    | Batch Type-8         | Pic X           |            |
| 570                            | 1    | Batch Type-9         | Pic X           |            |
| 571                            | 1    | Batch Type-10        | Pic X           |            |
| <b>File Posting Indicators</b> |      |                      |                 |            |
| <b>Document File (DF)</b>      |      |                      |                 |            |
| 572                            | 1    | DF-1 Add-Subtract    | Pic X           |            |
| 573-574                        | 2    | DF-1 Index           | Pic 99          |            |
| 575                            | 1    | DF-1 File Control    | Pic X           |            |
| 576                            | 1    | DF-1 GL Index        | Pic 9           |            |
| 577                            | 1    | DF-1 PDN Indicator   | Pic X           |            |
| 578                            | 1    | DF-2 Add-Subtract    | Pic X           |            |
| 579-580                        | 2    | DF-2 Index           | Pic 99          |            |
| 581                            | 1    | DF-2 File Control    | Pic X           |            |
| 582                            | 1    | DF-2 GL Index        | Pic 9           |            |
| 583                            | 1    | DF-2 PDN Indicator   | Pic X           |            |
| 584                            | 1    | DF-3 Add-Subtract    | Pic X           |            |
| 585-586                        | 2    | DF-3 Index           | Pic 99          |            |
| 587                            | 1    | DF-3 File Control    | Pic X           |            |
| 588                            | 1    | DF-3 GL Index        | Pic 9           |            |
| 589                            | 1    | DF-3 PDN Indicator   | Pic X           |            |
| <b>Appropriation File (AP)</b> |      |                      |                 |            |
| 590                            | 1    | AP-1 Add-Subtract    | Pic X           |            |
| 591-592                        | 2    | AP-1 Index           | Pic 99          |            |
| 593                            | 1    | AP-1 File Control    | Pic X           |            |
| 594                            | 1    | AP-2 Add-Subtract    | Pic X           |            |
| 595-596                        | 2    | AP-2 Index           | Pic 99          |            |
| 597                            | 1    | AP-2 File Control    | Pic X           |            |
| 598                            | 1    | AP-3 Add-Subtract    | Pic X           |            |
| 599-600                        | 2    | AP-3 Index           | Pic 99          |            |

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> | <b>70210</b>  |
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|  | <b>DATE</b>      | <b>September 1999</b>                                 |

## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| <b>Field<br/>Position</b> | <b>Size</b> | <b>Field<br/>Description</b>  | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|---------------------------|-------------|-------------------------------|-------------------------|-------------------|
| 601                       | 1           | AP-3 File Control             | Pic X                   |                   |
|                           |             | <b>Operating File (OF)</b>    |                         |                   |
| 602                       | 1           | OF-1 Add-Subtract             | Pic X                   |                   |
| 603-604                   | 2           | OF-1 Index                    | Pic 99                  |                   |
| 605                       | 1           | OF-1 GL Index                 | Pic 9                   |                   |
| 606                       | 1           | OF-2 Add-Subtract             | Pic X                   |                   |
| 607-608                   | 2           | OF-2 Index                    | Pic 99                  |                   |
| 609                       | 1           | OF-2 GL Index                 | Pic 9                   |                   |
| 610                       | 1           | OF-3 Add-Subtract             | Pic X                   |                   |
| 611-612                   | 2           | OF-3 Index                    | Pic 99                  |                   |
| 613                       | 1           | OF-3 GL Index                 | Pic 9                   |                   |
|                           |             | <b>Project File (PF)</b>      |                         |                   |
| 614                       | 1           | PF-1 Add-Subtract             | Pic X                   |                   |
| 615-616                   | 2           | PF-1 Index                    | Pic 99                  |                   |
| 617                       | 1           | Filler                        | Pic X                   |                   |
| 618                       | 1           | PF-2 Add-Subtract             | Pic X                   |                   |
| 619-620                   | 2           | PF-2 Index                    | Pic 99                  |                   |
| 621                       | 1           | Filler                        | Pic X                   |                   |
| 622                       | 1           | PF-3 Add-Subtract             | Pic X                   |                   |
| 623-624                   | 2           | PF-3 Index                    | Pic 99                  |                   |
| 625                       | 1           | Filler                        | Pic X                   |                   |
|                           |             | <b>Cash Control File (CC)</b> |                         |                   |
| 626                       | 1           | CC-1 Add-Subtract             | Pic X                   |                   |
| 627-628                   | 2           | CC-1 Index                    | Pic 99                  |                   |
| 629                       | 1           | CC-1 File Control             | Pic X                   |                   |
| 630                       | 1           | CC-2 Add-Subtract             | Pic X                   |                   |
| 631-632                   | 2           | CC-2 Index                    | Pic 99                  |                   |
| 633                       | 1           | CC-2 File Control             | Pic X                   |                   |
| 634                       | 1           | CC-3 Add-Subtract             | Pic X                   |                   |
| 635-636                   | 2           | CC-3 Index                    | Pic 99                  |                   |

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## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| Field<br>Position | Size | Field<br>Description        | Edit<br>Picture | Definition |
|-------------------|------|-----------------------------|-----------------|------------|
| 637               | 1    | CC-3 File Control           | Pic X           |            |
|                   |      | <b>Subsidiary File (SF)</b> |                 |            |
| 638               | 1    | SF-1 Add-Subtract           | Pic X           |            |
| 639-640           | 2    | SF-1 Index                  | Pic 99          |            |
| 641               | 1    | SF-1 GL Index               | Pic 9           |            |
| 642               | 1    | SF-2 Add-Subtract           | Pic X           |            |
| 643-644           | 2    | SF-2 Index                  | Pic 99          |            |
| 645               | 1    | SF-2 GL Index               | Pic 9           |            |
| 646               | 1    | SF-3 Add-Subtract           | Pic X           |            |
| 647-648           | 2    | SF-3 Index                  | Pic 99          |            |
| 649               | 1    | SF-3 GL Index               | Pic 9           |            |
|                   |      | <b>Cash Recon File (CR)</b> |                 |            |
| 650               | 1    | CR-1 Add-Subtract           | Pic X           |            |
| 651-652           | 2    | CR-1 Index                  | Pic 99          |            |
| 653               | 1    | Filler                      | Pic X           |            |
| 654               | 1    | CR-2 Add-Subtract           | Pic X           |            |
| 655-656           | 2    | CR-2 Index                  | Pic 99          |            |
| 657               | 1    | Filler                      | Pic X           |            |
| 658               | 1    | CR-3 Add-Subtract           | Pic X           |            |
| 659-660           | 2    | CR-3 Index                  | Pic 99          |            |
| 661               | 1    | Filler                      | Pic X           |            |
| 662-664           | 3    | Vendor Edit FIPS            | Pic X(3)        |            |
| 665-667           | 3    | Vendor Edit PSD             | Pic X(3)        |            |
| 668               | 1    | Distribution Category       | Pic X           |            |
| 669               | 1    | Check Write Status          | Pic X           |            |
| 670-672           | 3    | Reporting GLA No            | Pic X(3)        |            |
| 673-680           | 8    | Error Correction User Id    | Pic X(8)        |            |
| 681               | 1    | PCLOC Id                    | Pic X           |            |
| 682               | 1    | EIN/SSN Indicator           | Pic X           |            |
| 683-691           | 9    | EIN/SSN                     | Pic X(9)        |            |
| 692-698           | 7    | Filler                      | Pic X(7)        |            |

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## Exhibit 12: CARS History Interface File Record Layout and Description, continued

| Field<br>Position | Size | Field<br>Description       | Edit<br>Picture | Definition |
|-------------------|------|----------------------------|-----------------|------------|
| 769-714           | 16   | Sort-Post Batch Id         | Pic X(16)       |            |
| 715-717           | 3    | Sort-Post Program          | Pic X(3)        |            |
| 718-719           | 2    | Sort-Post Subprogram       | Pic X(2)        |            |
| 720-721           | 2    | Sort-Post Element          | Pic X(2)        |            |
| 722-726           | 5    | Sort-Post Project          | Pic X(5)        |            |
| 727-728           | 2    | Sort-Post Task             | Pic X(2)        |            |
| 729-730           | 2    | Sort-Post Phase            | Pic X(2)        |            |
| 731-738           | 8    | Sort-Post Document No.     | Pic X(8)        |            |
| 739-740           | 2    | Sort-Post Document No. Sfx | Pic X(2)        |            |
| 741-742           | 2    | Sort-Post Fund Group       | Pic X(2)        |            |
| 743-744           | 2    | Filler                     | Pic X(2)        |            |
| 745-747           | 3    | Sort-Post GLA              | Pic X(3)        |            |
| 748-769           | 22   | Filler                     | Pic X(22)       |            |
| 770               | 1    | Error Severity Indicator   | Pic X           |            |
| 771-773           | 3    | Error Flag-1               | Pic X(3)        |            |
| 774-776           | 3    | Error Flag-2               | Pic X(3)        |            |
| 777-779           | 3    | Error Flag-3               | Pic X(3)        |            |
| 780-782           | 3    | Error Flag-4               | Pic X(3)        |            |
| 783-785           | 3    | Error Flag-5               | Pic X(3)        |            |
| 786-788           | 3    | Error Flag-6               | Pic X(3)        |            |
| 789-791           | 3    | Error Flag-7               | Pic X(3)        |            |
| 792-794           | 3    | Error Flag-8               | Pic X(3)        |            |
| 795-797           | 3    | Error Flag-9               | Pic X(3)        |            |
| 798-800           | 3    | Error Flag-10              | Pic X(3)        |            |

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## Exhibit 13: CARS Operating File Record Layout and Description

**Record Size:** 250

| <b>Field<br/>Position</b> | <b>Size</b> | <b>Field<br/>Description</b> | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|---------------------------|-------------|------------------------------|-------------------------|-------------------|
| 1-3                       | 3           | Agency                       | Pic X(3)                |                   |
| 4-6                       | 3           | Cost Code                    | Pic X(3)                |                   |
| 7-9                       | 3           | Organizational Level 1       | Pic X(3)                |                   |
| 10-12                     | 3           | Organizational Level 2       | Pic X(3)                |                   |
| 13-15                     | 3           | Organizational Level 3       | Pic X(3)                |                   |
| 16-18                     | 3           | Organizational Level 4       | Pic X(3)                |                   |
| 19-21                     | 3           | Program                      | Pic X(3)                |                   |
| 22-23                     | 2           | Subprogram                   | Pic X(2)                |                   |
| 24-25                     | 2           | Element                      | Pic X(2)                |                   |
| 26-30                     | 5           | Project                      | Pic X(5)                |                   |
| 31-32                     | 2           | Task                         | Pic X(2)                |                   |
| 33-34                     | 2           | Phase                        | Pic X(2)                |                   |
| 35-36                     | 2           | Fund Group                   | Pic X(2)                |                   |
| 37-38                     | 2           | Fund Detail                  | Pic X(2)                |                   |
| 39-41                     | 3           | GLA Number                   | Pic X(3)                |                   |
| 42-43                     | 2           | Major Object                 | Pic X(2)                |                   |
| 44-45                     | 2           | Sub Object                   | Pic X(2)                |                   |
| 46-50                     | 5           | Revenue Source               | Pic X(5)                |                   |
| 51-56                     | 6           | Multipurpose Code            | Pic X(6)                |                   |
| 57-60                     | 4           | Trans Year                   | Pic X(4)                |                   |
| 61-64                     | 4           | Funding Fiscal Year          | Pic X(4)                |                   |
| 65-67                     | 3           | FIPS                         | Pic X(3)                |                   |
| 68-117                    | 50          | Filler                       | Pic X(50)               |                   |
| <b>Financial Elements</b> |             |                              |                         |                   |
| 118-124                   | 7           | CM-0                         | Pic S9(13) Comp-3       |                   |
| 125-131                   | 7           | CM-1                         | Pic S9(13) Comp-3       |                   |
| 132-138                   | 7           | CM-2                         | Pic S9(13) Comp-3       |                   |
| 139-145                   | 7           | PY-13                        | Pic S9(13) Comp-3       |                   |
| 146-152                   | 7           | PY-0                         | Pic S9(13) Comp-3       |                   |

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> 70210                                     |
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## Exhibit 13: CARS Operating File Record Layout and Description, continued

| <b>Field<br/>Position</b> | <b>Size</b> | <b>Field<br/>Description</b> | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|---------------------------|-------------|------------------------------|-------------------------|-------------------|
| 153-159                   | 7           | Prior Years Balance          | Pic S9(13) Comp-3       |                   |
| 160-166                   | 7           | FM-1                         | Pic S9(13) Comp-3       |                   |
| 167-173                   | 7           | FM-2                         | Pic S9(13) Comp-3       |                   |
| 174-180                   | 7           | FM-3                         | Pic S9(13) Comp-3       |                   |
| 181-187                   | 7           | FM-4                         | Pic S9(13) Comp-3       |                   |
| 188-194                   | 7           | FM-5                         | Pic S9(13) Comp-3       |                   |
| 195-201                   | 7           | FM-6                         | Pic S9(13) Comp-3       |                   |
| 202-208                   | 7           | FM-7                         | Pic S9(13) Comp-3       |                   |
| 209-215                   | 7           | FM-8                         | Pic S9(13) Comp-3       |                   |
| 216-222                   | 7           | FM-9                         | Pic S9(13) Comp-3       |                   |
| 223-229                   | 7           | FM-10                        | Pic S9(13) Comp-3       |                   |
| 230-236                   | 7           | FM-11                        | Pic S9(13) Comp-3       |                   |
| 237-243                   | 7           | FM-12                        | Pic S9(13) Comp-3       |                   |
| 244-250                   | 7           | FM-13                        | Pic S9(13) Comp-3       |                   |

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|  | <b>DATE</b> September 1999                                 |

## Exhibit 14: CARS Checks Written Interface File Record Layout and Description

**Record Size: 500**

| <b>Field Position</b> | <b>Size</b> | <b>Field Description</b> | <b>Edit Picture</b> | <b>Definition</b> |
|-----------------------|-------------|--------------------------|---------------------|-------------------|
| 1-7                   | 7           | Warrant Number           | Pic X(7)            |                   |
| 8-17                  | 10          | Check Amount             | Pic 9(8)v99         |                   |
| 18                    | 1           | Check Type               | Pic X               |                   |
| 19-26                 | 8           | Check Date               | Pic X(8)            | Format = MMDDYYYY |
| 27                    | 1           | Record Code              | Pic X               |                   |
| 28-30                 | 3           | GLA Number               | Pic X(3)            |                   |
| 31-54                 | 24          | Vendor Name              | Pic X(24)           |                   |
| 55-75                 | 21          | Vendor Address           | Pic X(21)           |                   |
| 76                    | 1           | Line Code                | Pic X               |                   |
| 77                    | 1           | Filler                   | Pic X               | Value = '0'       |
| 78-80                 | 3           | Agency                   | Pic X(3)            |                   |
| 81-82                 | 2           | Pay Number               | Pic X(2)            |                   |
| 83                    | 1           | Vendor Id Indicator      | Pic X               |                   |
| 84-92                 | 9           | Vendor Id                | Pic X(9)            |                   |
| 93-94                 | 2           | Vendor Id Suffix         | Pic X(2)            |                   |
| 95-102                | 8           | Due Date                 | Pic X(8)            | Format = YYYYMMDD |
| 103                   | 1           | Filler                   | Pic X               |                   |
| 104                   | 1           | Sort Indicator           | Pic X               |                   |
| 105                   | 1           | Check Type               | Pic X               |                   |
| 106-109               | 4           | Bank Code                | Pic X(4)            |                   |
| 110                   | 1           | Data Type                | Pic X               |                   |
| 111-113               | 3           | Batch Agency             | Pic X(3)            |                   |
| 114-121               | 8           | Batch Date               | Pic X(8)            | Format = YYYYMMDD |
| 122                   | 1           | Batch Type               | Pic X               |                   |
| 123-125               | 3           | Batch Number             | Pic X(3)            |                   |

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|  | <b>DATE</b> September 1999                                 |

## Exhibit 14: CARS Checks Written Interface File Record Layout and Description, continued

| Field<br>Position | Size | Field<br>Description      | Edit<br>Picture | Definition        |
|-------------------|------|---------------------------|-----------------|-------------------|
| 126               | 1    | Vendor Id Indicator       | Pic X           |                   |
| 127-135           | 9    | Vendor Id                 | Pic X(9)        |                   |
| 136-137           | 2    | Vendor Id Suffix          | Pic X(2)        |                   |
| 138-177           | 40   | Vendor Name               | Pic X(40)       |                   |
| 178-209           | 32   | Vendor Address            | Pic X(32)       |                   |
| 210               | 1    | Check Writing Indicator   | Pic X           |                   |
| 211-213           | 3    | Check GLA Account No      | Pic X(3)        |                   |
| 214-221           | 8    | Check Number              | Pic X(8)        |                   |
| 222-225           | 4    | Variance                  | Pic S9(4)       |                   |
| 226-232           | 7    | Filler                    | Pic X(7)        |                   |
| 233-237           | 5    | Batch Sequence No         | Pic X(5)        |                   |
| 238               | 1    | Duplicate Record Indicato | Pic X           |                   |
| 239-246           | 8    | Agy Voucher Date          | Pic X(8)        | Format = YYYYMMDD |
| 247-278           | 32   | Vendor Address-2          | Pic X(32)       |                   |
| 279-295           | 17   | Vendor City               | Pic X(17)       |                   |
| 296-310           | 15   | Customer Account Number   | Pic X(15)       |                   |
| 311-312           | 2    | Vendor State              | Pic X(2)        |                   |
| 313-317           | 5    | Vendor Zip                | Pic X(5)        |                   |
| 318-325           | 8    | Agy Voucher Number        | Pic X(8)        |                   |
| 326-333           | 8    | Check Date                | Pic X(8)        | Format = YYYYMMDD |
| 334-336           | 3    | Agency                    | Pic X(3)        |                   |
| 337-339           | 3    | Cost Code                 | Pic X(3)        |                   |
| 340-347           | 8    | Agency List Number        | Pic X(8)        |                   |
| 348-350           | 3    | Transaction Code          | Pic X(3)        |                   |
| 351               | 1    | Modifier                  | Pic X           |                   |
| 352               | 1    | Reverse                   | Pic X           |                   |
| 353-356           | 4    | Funding Fiscal Year       | Pic X(4)        |                   |



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## Exhibit 14: CARS Checks Written Interface File Record Layout and Description, continued

| <b>Field<br/>Position</b> | <b>Size</b> | <b>Field<br/>Description</b> | <b>Edit<br/>Picture</b> | <b>Definition</b> |
|---------------------------|-------------|------------------------------|-------------------------|-------------------|
| 357-358                   | 2           | Fiscal Month                 | Pic X(2)                |                   |
| 359-360                   | 2           | Fund Group                   | Pic X(2)                |                   |
| 361-362                   | 2           | Fund Detail                  | Pic X(2)                |                   |
| 363-364                   | 2           | Major Object                 | Pic X(2)                |                   |
| 365-366                   | 2           | Sub Object                   | Pic X(2)                |                   |
| 367-371                   | 5           | Revenue Source               | Pic X(5)                |                   |
| 372-374                   | 3           | Program                      | Pic X(3)                |                   |
| 375-376                   | 2           | Subprogram                   | Pic X(2)                |                   |
| 377-378                   | 2           | Element                      | Pic X(2)                |                   |
| 379-383                   | 5           | Project                      | Pic X(5)                |                   |
| 384-391                   | 8           | Vendor Reference Number      | Pic X(8)                |                   |
| 392-399                   | 8           | Current Document Number      | Pic X(8)                |                   |
| 400-407                   | 8           | Reference Document Number    | Pic X(8)                |                   |
| 408-414                   | 7           | Transaction Amount           | Pic S9(11)v99 Comp-3    |                   |
| 415                       | 1           | Error Indicator              | Pic X                   |                   |
| 416-427                   | 12          | Vendor Invoice Number        | Pic X(12)               |                   |
| 428                       | 1           | Payment Status               | Pic X                   |                   |
| 429-500                   | 72          | Filler                       | Pic X(72)               |                   |

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> <b>70210</b>                                      |
| Function No. 70200 — CARS                    | <b>TOPIC</b> <b>CARS MAGNETIC MEDIA<br/>INTERFACE REQUIREMENTS</b> |
|  | <b>DATE</b> <b>September 1999</b>                                  |

## Report Printing

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**Report Printing Methods** CARS-generated reports are available to agencies either by centralized printing and mailing or remote job site, electronic printing.

The major advantage of remote job site printing and distribution is that reports are received one to two days sooner than those that are mailed from DOA.

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### Remote Job Site Printing

#### Agency Requirements

An agency that wants to receive reports electronically at its remote job site needs the following:

- Dedicated access line to the Department of Information Technology (DIT) obtained through DIT's Telecommunication Branch;
- Printer capable of receiving CARS reports during and after normal business hours with the capacity to receive large print jobs, i.e., a laser printer must print fifty 8 1/2 x 11-inch sheets per minute; and
- Procedures to ensure that printed reports are properly distributed at the remote job site.

#### Contacts

Contact the DIT Help Desk (804/786-3932) to obtain a “JES (Job Entry Subsystem) Remote Printer Definition.”

When DIT approves the agency as a remote job print site and the requirements shown above are met, send a written request to DOA’s Director of Information Systems and include the following:

- JES Remote Printer Identification provided by DIT; and
- Agency's systems contact person.

A DOA Information Systems Analyst will be assigned to work with the agency contact person during system modifications and testing to ensure reports are properly printing at the remote job site. Upon test acceptance, modifications will be moved into DOA production. Once completed, DOA will notify the agency by telephone and written confirmation as to when remote site job printing will begin.

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| Volume No. 3 - Automated System Applications | <b>TOPIC NO.</b> 70210                                     |
| Function No. 70200 — CARS                    | <b>TOPIC</b> CARS MAGNETIC MEDIA<br>INTERFACE REQUIREMENTS |
|  | <b>DATE</b> September 1999                                 |

## DOA Contacts

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### Contacts

Director, General Accounting  
Voice: (804) 225-2244  
E-mail: [gacct@doavirginia.gov](mailto:gacct@doavirginia.gov)

Director, Database Administration  
Voice: (804) 225-2645  
E-mail: [dba@doa.virginia.gov](mailto:dba@doa.virginia.gov)

Director, Systems and Programming  
Voice: (804) 225-2371  
E-mail: [systems@doa.virginia.gov](mailto:systems@doa.virginia.gov)

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## Subject Cross References

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### References

CAPP Topic No. 20310, “Expenditures”

CAPP Topic No. 70235, “Input Batching”

CAPP Topic No. 70255, “Data Elements”

CAPP Topic No. 70705, “FINDS: CARS and 1099 Downloading”

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